



2016 COC PROGRAM COMPETITION NEW/BONUS PROJECT APPLICATION

AGENCY PROFILE	
Legal Name of Agency	Community Rebuilders
Project Name	I'm Going Home- CR/TSA/ and Dégagé Partnership Program (IGH)
Contact Person	Vera Beech
Title	Executive Director
Address	1120 Monroe Suite 220 Grand Rapids, MI 49503
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Check one:

- Permanent Supportive Housing for Chronically Homeless
- Rapid Re-Housing

Check one:

- New Project Application from Reallocated Funds
- Bonus Project Application

Authorized Representative: I hereby certify that the information contained in this proposal is true and accurate. Any falsification of information will render the application void, and the application will not be accepted. This application has been reviewed and authorized for submission by the agency's board of directors as of the date indicated.

Name: Vera Beech	Title: Executive Director
Date of Board Authorization:	
Date of Anticipated Board Authorization:	8/31/2016

All projects must demonstrate they have met minimum project eligibility, capacity, timeliness, and performance standards to be considered for funding.

PROJECT OVERVIEW

1. Provide a description that addresses the entire scope of the proposed project. (Include target population(s), the plan for addressing identified needs/issues of the identified target population, projected outcomes, how the project type, scale and location of housing and support services fit the needs of the identified target population.)

For people experiencing chronic homelessness, the research is overwhelmingly clear that permanent supportive housing using a Housing First approach is the solution. The I'm Going Home (IGH) collaborative project will target chronically homeless persons who are residing in shelter, living on the streets and in places not meant for human habitation. The expertise and unique qualifications of all 3 key partners, Community Rebuilders, The Salvation Army, and Dégagé Ministries, will provide a comprehensive approach to ending Chronic homelessness for persons in Kent County using a Housing First, strengths based model that has proven to be successful. IGH will also set a path for Kent County to accomplish the Federal strategic plans goal of ending all Chronic Homelessness by the end of 2017. Currently on any given night Dégagés Open Door Women's Center provides overnight shelter stay for up to 40 women in crisis. The Salvation Army's 2015 Homeless Count report shows that from 6/1/15-5/31/16 there are 282 (125 female and 156 males) chronically homeless individuals that entered our homeless system. The proposed project is designed to help fill this gap in our community. The Salvation Army will provide screening, intake, and assessment, as well as outreach services utilizing the HUD CPD 14-012 prioritization tool to target the most vulnerable chronically homeless households living on the streets, or places not meant for human habitation. Dégagé will provide outreach and interim housing as well as patron advocates to assist consumers with obtaining necessary documentation such as identification, social security cards, birth certificates, transportation to and from medical and employment appointments. Dégagés interim housing will provide short term crisis response beds for persons while they are searching for permanent housing and will result in resolution of emergency situations. Community Rebuilders will provide housing using strengths based housing first case management services model. All households will be assisted in obtaining housing in the private rental market and to secure a lease in the neighborhood of their choice near amenities that they most desire or need. All units will meet HUD Housing Quality Standards and rent reasonableness will be the applicable rent standard. Households will receive services from a trained Housing Resource Specialist (HRS) and linkages to specialized services including but not limited to mental health services, employment, and income supports. HRS's will support the continuity of assessment and planning from early intervention through permanent housing stability. All services provided in this project are voluntary and based on the strengths based housing plan's life domain rating scale. Services are designed to enhance participant's housing stability and self-sufficiency. The non-housing related service needs of households are brokered via referral and linkages to mainstream community resources and local providers. For this project projected outcomes include: 1) 91% of persons served will remain housed in permanent housing for at least six months 2) 82% of persons served will remain in or exit to permanent housing destinations during the operating year. 3) 27% of persons served will maintain or increase their income earned from all sources as of the end of the operating year or

program exit. 4) 98% of persons served will report an increase in health and well being as a result of participation in the program.

2. Describe the experience of the applicant and sub-applicants in effectively utilizing federal funds and performing activities proposed in the project:

Community Rebuilders (CR) has 25 years of experience effectively using federal funds and performing the types of activities proposed in this application. CR's lengthy track record of managing all aspects and phases of project administration from planning to deliverables has been evidenced in the success of all projects initiated. Community Rebuilders developed and implemented the first rapid rehousing program in Kent County and developed the strengths based Housing Resource Specialist model that is used by the National Alliance to End Homelessness as an example of how to effectively provide services in rapid rehousing programs. Community Rebuilders has for the past 20 years provided the Shelter Plus Care program to more than 150 households that are permanently housed in a scattered site PSH program. Additionally, Community Rebuilders successfully operates five PSH programs that include PSH for 11 chronically homeless households, 11 disabled Veteran households, and an additional 46 mixed family and single households while using the strengths based housing first model of service delivery. Federal funds administered successfully by Community Rebuilders include CoC funding for PSH and RRH, VA funding for the VRS program, SSVF program and Grant Per Diem program, HOME Program-tenant based rental assistance and Michigan Department of Health and Human Services (MDHHS) for the PSH/Network 180 partnership program. Our experience with utilizing federal funds expands across the majority of HUD's program types. Community Rebuilders' programs have been awarded HUD Best Practice Awards, and are frequently used as best practice models by the National Alliance to End Homelessness and consistently meet or exceed national benchmark for outcomes. Most recently Community Rebuilders has researched, developed, and implemented housing provider homeless documentation training. This training provides psh providers with the procedure and documentation forms that meet HUD regulations for documenting chronic homelessness. This training has been sought out by most housing providers in Kent County and numerous providers across the State who have struggled with accurately documenting chronic homelessness as required by HUD. Community Rebuilders will provide this training to *Dégagé* staff and although *Dégagé* has never received federal funding, the organization, and specifically the Open Door Women's Center, has much experience performing the proposed project activities. Since opening in October 2003, the Open Door has provided services to 3,341 women in crisis. In 2015, 418 unique women were served in the Open Door and 11,800 overnight stays occurred. In addition to providing emergency shelter, support services are offered such as assistance obtaining State IDs and other vital documents. *Dégagé* helped members of the community obtain 1,271 documents in 2015 (7,039 State IDs have been obtained since the program started). *Dégagé* also distributes thousands of bus tickets annually for transportation to and from appointments, meetings with landlords, etc. *Dégagé* has a collaborative relationship with many other agencies to connect individuals with mental health services, health care, substance abuse and other needs. The Salvation Army has effectively utilized HUD funding for three housing related projects for over 15 years. The agency has had no findings or audit issues within this time period. Services have been delivered as outlined in applications and subsequent APR's have been submitted in a timely manner. The Salvation Army is currently the primary recipient of the community's ESG funding for the state allocation and the

fiduciary and a recipient of the allocation through the City of Grand Rapids, both of which require collaboration with other community agencies to effectively disperse these dollars. The Salvation Army has the capacity, expertise, and commitment to ensure that these activities are carried out according to funding expectations and community need. The Salvation Army serves as the HMIS lead agency and fulfills the role of Coordinated Entry for our community.

3. Target Population(s)

Chronic homeless	<input checked="" type="checkbox"/>	Families	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	Youth (18-25)	<input type="checkbox"/>

4. Describe the method for determining the type, amount and duration of rental assistance that participants would be able to receive:

Using our highly successful strengths based model, Participants would receive rental assistance necessary to obtain and maintain permanent housing within the community. Participants pay 30% of their adjusted gross income toward housing (rent plus utilities) and are assisted with the remaining rent portion so that monthly rent would be affordable to each household. Since this is a Permanent Supportive Housing project, rental assistance would be established on a case by case basis and paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability to achieve housing stability. Supports are provided to each household so that their episode of homelessness is quickly resolved. Additional linkages to community resources are applied to those households who identify through their housing plan that additional services or natural supports are needed. Though this is a Permanent Supportive Housing project for persons with disabilities, some households will be able to exit successfully given time to achieve their goals for the future. Housing Resource Specialists (HRS) assist each household in identifying their strengths and talents which will help them achieve the goals of self-sufficiency and permanent housing stability. Each participant completes a Risk Prevention Plan that identifies strengths and solutions to possible barriers that may arise and interfere with housing stability.

5. Describe how participants will be assisted to obtain and maintain permanent housing:

Participants are assisted to quickly secure permanent housing in the community using Housing First strategies. Housing Resource Specialists provide comprehensive strengths-based services to chronically homeless persons. Services are trauma informed, and incorporate key components from solution focused and motivational interviewing. Each housing unit is inspected to meet Housing Quality Standards before being occupied by a participant and on an annual basis or more often if needed. Housing Resource Specialists will assist with negotiating leases so that rents are reasonable and under Fair Market Rent. Each participant signs their own lease with a landlord and receives the full rights and obligations of tenancy. Landlords have identified that what they value most is the close connection to a Housing Resource Specialist whom they can contact if needed. Housing Resource Specialists support the landlord/tenant relationship and promote individual pride and care of property. Landlords are promised a rapid response from an HRS if a landlord has

questions or concerns. Linkage to supportive services is provided for participants and focus on stabilization in the neighborhood and community, meeting health care and other service needs, and assistance with accessing benefits.

6. Describe how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently:

7.

Scope of Proposed Project		Proposed Households Served	
Total units	18 Units	Households with at least one adult and one child	7 Households
Total beds	35 Beds	Adult households without children	11 Households

8. Describe how participants will have access to the project (i.e. how referrals will be solicited):

Outreach efforts will be conducted at Dégagé drop in services and The Salvation Army’s outreach staff. Dégagé outreach will coordinate with The Salvation Army’s Housing Assessment Program for services and eligibility determination. All referrals for this project will be made through coordinated assessment. Housing Assistance will be provided by Community Rebuilders once a referral has been completed by coordinated entry.

9. Will all participating households served in this project be recorded in HMIS or an equivalent database for Domestic Violence, in accordance with the community’s Data Quality Standards?

Yes If no, explain: [Click here to enter text.](#)

10. Will at least 75% of project participants be coming from the street, other places not fit for human habitation, emergency shelters, or fleeing domestic violence?

Yes

Enter anticipated percentages for locations prior to project entry:

45%	Street or place not meant for human habitation
50%	Emergency Shelter
5%	Fleeing domestic violence
100%	Total of above percentages

11. Does the project commit to taking all referrals through the community’s Coordinated Assessment process?

Yes If no, explain: [Click here to enter text.](#)

Low Barrier and Housing First

12. Low Barrier

Will the project ensure that participants are NOT screened out (or denied project entry) due to the following:	
Having too little or not enough income	Yes
Active substance use or history of substance abuse	Yes
Having a criminal record (other than for state-mandated restrictions)	Yes
Domestic violence (requiring survivor to take specific actions or demonstrate distance from assailant)	Yes

13. Housing First

Will the project work to ensure that participants are NOT terminated from the projects due to the following:	
Failure to participate in supportive services	Yes
Failure to make progress on a service plan	Yes
Loss of income or failure to improve income	Yes
Being a victim of domestic violence	Yes
Any other activity not typically covered in a lease agreement typically found in the project's service area	Yes
Will the project quickly move participants into permanent housing?	Yes

14. Describe how the project will use the Housing First philosophy throughout, from concept to service delivery:

This project will deliver services using a strengths based Housing First philosophy. Access to housing is the central goal of the project. All services are voluntary and are primarily delivered after a person is placed into permanent housing. Supports and services are focused on helping participants obtain and maintain permanent housing. Strengths based housing plans will be completed with each households. Strengths based plans create a partnership with the consumer and are tailored to meet the needs of each participant. We recognize that services to enhance an individual's or family's wellbeing can be more effective when people are in their own home. For this reason, the focus from the moment a person engages is on getting them housed. Once they are housed, necessary supports and services can be delivered to help them maintain permanent housing and achieve their personal goals.

PROJECT BUDGET

Activity	Requested Funds	Other Funding	Total Project Cost	% of Total Budget
Acquisition				%
New Construction				%
Rehabilitation				%
Leasing				%

Rental Assistance	\$151,991.00		\$151,991.00	56.8 %
Supportive Services	\$88,304.00		\$88,304.00	33 %
Operating Costs				%
HMIS	\$9,900.00		\$9,900	3.7 %
Project Administration (limited to 7%)	\$17,394.00		\$17,394.00	6.5 %
Total Project Cost	\$267,589.00		\$267,589.00	

15. What is the percent of leveraging funds of the total project budget? %
 Complete Match and Leveraging worksheet, Attachment A.

ORGANIZATIONAL CAPACITY

16. Describe agency key staff positions and qualifications of individuals who will carry out the project:

Key staff positions who will carry out the project are the Project Lead and Housing Resource Specialist. The Project Lead, under the supervision of the Program Manager, is responsible for the compliance of contract regulations for assigned programs. This role demonstrates and trains on Housing First strategies and strengths based housing first philosophy. As a member of the agency’s Operative Management, the Project Lead models the agency values while motivating their team and leading a positive work environment. The project lead will be responsible for program and grant reporting as well as assigning tasks to project Housing Resource Specialist. The Housing Resource Specialist, under the supervision of the Program Manager, is responsible for providing Strength Based Housing Services to persons experiencing a housing crisis or homelessness. This role works alongside participants throughout the housing process for their assigned program. The Housing Resource Specialist has regular interactions with their Project Lead to ensure effective service delivery complying with contract and agency requirements.

17. Describe the agency’s financial management system, including financial reporting, record keeping, accounting systems, payment procedures, procurement processes, and audit requirements:

Community Rebuilders places a heavy emphasis on accountability and transparency including reporting requirements related to the use of funds and maintenance of client level and program services and expense data. Community Rebuilders follows Generally Accepted Accounting Principles (GAAP). The financial records of Community Rebuilders are audited by a Certified Public Accounting firm annually. Community Rebuilders has a robust system of controls in place and has demonstrated history of integrity in financial records and reports generating trust with stakeholders. The system of controls assures appropriate authorization, recording and accountability of assets. Employees share the responsibility for maintaining and complying with these controls and compliance controls ensure they are not circumvented. The organization has clearly stated procedures for handling each area, including

system of checks and balances in which no financial transaction is handled by only one person from beginning to end. The Board and Executive Director share the responsibility for setting a tone and standard of accountability and conscientiousness regarding the organization's assets and responsibilities. We have developed a system and infrastructure of collecting and reporting the required information to our funding sources. We educate our consumers about the reporting requirements when collecting data, assess the quality of the information reported by employees and use the collected information effectively to monitor and oversee each programs' performance and financial processes and procedures. For this project we will duplicate our fiscal control systems that work to track and evaluate program compliance and spending goals in similar HUD programs. Specifically, we utilize a system that tracks the category of eligibility a person meets when served and the amount of assistance provided. Employees track services in HMIS and on monthly activity logs, these logs are then compared to logs kept by the Finance Department and are then approved by the Program Manager. This process promotes the maintenance of adequate program and fiscal records and files, including source documentation to support program activities and all expenditures made under the terms of the grant agreement as required. Community Rebuilders has solid experience and demonstrated success in complying with all HUD procurement and auditing requirements.

18. Does the agency employ or contract services of an accountant who is familiar with Generally Accepted Accounting Principles (GAAP)?

Yes No

19. Does the agency obtain an annual audit by an independent certified public accountant?

Yes No

ELIGIBILITY THRESHOLDS

The CoC reserves the right to reduce or reject a funding request from the project applicant for the following reasons. Please indicate by checking the boxes if the agency has any of the following:

20. Outstanding obligation to HUD that is in arrears for which a payment schedule has not been agreed upon;

Yes No If yes, please explain: [Click here to enter text.](#)

21. Unresolved monitoring findings or outstanding (agency or HUD) audit findings;

Yes No If yes, please explain: [Click here to enter text.](#)

22. Inadequate financial management or accounting practices within the past three years;

Yes No If yes, please explain: [Click here to enter text.](#)

23. Evidence of untimely expenditures on prior award;

Yes No If yes, please explain: [Click here to enter text.](#)

24. Major capacity issues that have significantly impacted operation of the project and its performance within the past three years;

Yes No If yes, please explain: [Click here to enter text.](#)

25. Issues impacting the timeliness in reimbursing subrecipients for eligible costs;

Yes No If yes, please explain: [Click here to enter text.](#)

26. Served ineligible persons, expended funds on ineligible costs, or failed to expend funds within statutorily established timeframes within the past three years;

Yes No If yes, please explain: [Click here to enter text.](#)

27. Has your organization been monitored by HUD in the past three (3) years? **Yes**

If yes, include as attachments: Monitoring report from HUD, your organization's response to any findings, documentation from HUD that finding or concern has been satisfied, and any other relevant documentation.

If no, reference most recent monitoring by an entity other than HUD for federal or state funding (ESG, CDBG, etc) and include as attachments: Monitoring report, your organization's response to any findings, documentation from HUD that finding or concern has been satisfied, and any other relevant documentation.

Attachment A

Identify all HUD and non-HUD funding that comprises the project budget. Only those dollars or non-cash contributions (in-kind) that directly support the project should be listed. This may include federal, state, or local government funds, private funds, grants, and/or other sources, including donations.

Resource	Cash or In Kind	Committed or Planned/ Pending	Available (MM/YY)	Amount/ Value	% of Total Budget	Serves as CoC Program Match? (Y/N)
Dégagé	In Kind	Committed	09/16	\$66,897.25	25%	Yes
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
Total leveraged from other sources				66897.25	%	

Attach additional forms as necessary

Attachment B

Attachments listed below are required. Failure to include any documentation that is required may result in application being out of the competition.

All projects must include:

- Proof of 501(c)3 status from the IRS
- Financial statements, including cash flow statment
- Non-profit Corporation Update (2013) or equivalent
- Preliminary Rendering and Site Plan (if applicable)
- DUNS number and Standard Form 424 (SF-424)
- Active registration in SAM
- Most recent audit by an independent certified public accountant
- Monitoring report by HUD or other federal or state funding entity, including any responses if there were findings noted in the report
- Project Application in e-Snaps (If available)

Attachment C

HUD General Section Certificates

The agency certifies to the Grand Rapids Area Coalition to End Homelessness that it and its principals are in compliance with the following requirements as indicated by checking the box.

- Fair Housing and Equal Opportunity*. See CFR 578.93 for specific requirements related to Fair Housing and Equal Opportunity.
- Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity*. See the Federal Register dated February 1, 2012, Docket No. FR 5359-F-02 and Section VI.B.2. of the General Section.
- Debarment and Suspension*. See Section III.C.4.c. of the FY 2015 General Section. Additionally, it is the responsibility of the recipient to ensure that all subrecipients are not debarred or suspended. (24 CFR 578.23((3)(c)(4)(v).d. Delinquent Federal Debts. See Section III.C.4.a. of the FY 2013 General Section.
- Compliance with Fair Housing and Civil Rights*. See Section III.C.3.a. of the FY 2015 General Section.
- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)*. See Section III.C.3.d. of the FY 2015 General Section.
- Economic Opportunities for Low- and Very Low-income Persons (Section 3)*. See Section III.C.3.c. of the FY 2015 General Section.
- Real Property Acquisition and Relocation*. See Section VI.B.4. of the FY 2015 General Section.
- Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct*. See Section III.C.3.f. of the FY 2015 General Section.
- Prohibition Against Lobbying Activities*. See Section III.C.3.h. of the FY 2015 General Section.
- Participation in HUD-Sponsored Program Evaluation*. See Section VI.B.6. of the FY 2015 General Section.
- Environmental Requirements*. Notwithstanding provisions at 24 CFR 578.31 and 24 CFR 578.99(a) of the CoC Program interim rule, and in accordance with Section 100261(3) of MAP-21 (Pub. L. 112-141, 126 Stat. 405), activities under this NOFA are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58.
- Drug-Free Workplace*. See Section VI.B.9. of the FY 2015 General Section. n. Safeguarding Resident/Client Files. See Section VI.B.10 of the FY 2015 General Section.
- Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended*. See Section VI.B.11. of the FY 2015 General Section.
- Lead-Based Paint Requirements*. For housing constructed before 1978 (with certain statutory and regulatory exceptions), CoC Program recipients must comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801, et seq.), as amended by the Residential Lead-Based

Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851, et seq.); and implementing regulations of HUD, at 24 CFR part 35; the Environmental Protection Agency (EPA) at 40 CFR part 745, or State/Tribal lead rules implemented under EPA authorization; and the Occupational Safety and Health Administration at 29 CFR 1926.62 and 29 CFR 1910.1025.

Attestation that all attachments as required by HUD are uploaded in *e-snaps*. See Notice of Funding Availability for the 2015 Continuum of Care Program Competition FR-5900-N-25; Section VI. C. 2.

This list is not exhaustive of all HUD requirements. Applicants are encouraged to review the 2015 General Section, found at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail/2015gensec to ensure eligibility.

Agency: Community Rebuilders

Acknowledged By: Vera Beech

Title: Executive Director

Date: 8/1/2016

Addendum 1

NOTICES FOR FUTURE FUNDING YEARS

Reports are not yet available in HMIS on the measure below. In future competitions, projects will be expected to provide information on the measure.

Do not answer the questions below.

Measure 1- Extent to Which Persons Exiting Program Return to Homelessness

The percentage of persons who exit project to a Permanent Housing Destination and return to homelessness within 6 to 12 Months

METRICS	A: The return of a person to ES, SH and TH projects after exiting to a permanent housing destination.	B: The return of a person to ES, SH, TH and PH projects after exiting to a permanent housing destination.
CLIENT UNIVERSE	All persons who exited (i.e. system leavers) from project to a permanent housing destination <u>during the previous reporting period.</u>	

The percentage of persons who exit project to a Permanent Housing Destination and return to homelessness within 2 years.

METRICS	A: The return of a person to ES, SH, and TH projects after exiting to a permanent housing destination.	B: The return of a person to ES, SH, TH, and PH projects after exiting to a permanent housing destination.
CLIENT UNIVERSE	All persons who exited (i.e. system leavers) from project to a permanent housing destination <u>during the fiscal year two years prior to the current reporting period.</u> NOTE: (e.g., if the current reporting period is FY 2015 then look back to persons who exited to permanent housing destinations in FY 2013.)	

Also note that the Funding Review Committee recommends the shift to a consistent calendar year report across all projects in future competitions.